

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-06

Subject:

DATE: 03/31/97

Sunset Review: 03/31/00

PROCUREMENT AUTHORITY

1. PURPOSE. This directive sets forth the policy on the use of procurement authority at the Federal Law Enforcement Training Center (FLETC) in accordance with applicable statutes, regulations, and orders. Further, this directive identifies the FLETC officials who have been granted procurement authority.
2. SCOPE. This directive applies to all FLETC and on-site participating organization personnel who are involved in the acquisition of supplies and services.
3. CANCELLATION. FD 70-06, Acquisition/Procurement Requirements and Procedures Manual, dated July 18, 1986, is superseded.
4. AUTHORITIES.
 - a. Federal Property and Administrative Services Act of 1949
 - b. Treasury Directive (TD) 12-11, Procurement Authority
5. REFERENCES.
 - a. Federal Acquisition Regulation (FAR), 48 CFR
 - b. TD 76-01, Treasury Acquisition/Procurement Regulation (TAPR)
 - c. TD 76-02, Use of Procurement Authority
6. POLICY.
 - a. The Director will select, appoint, and terminate contracting officers. The Director delegates (1) to warranted contracting officers the exclusive authority to enter into, administer, and terminate contracts and (2) to Office Directors the authority to select non-procurement personnel to place orders using the Government purchase card.

b. Contracting officers, in turn, may redelegate limited procurement authority to non-procurement personnel to place calls against blanket purchase agreements. In addition, contracting officers have the authority to appoint Contracting Officer's Representatives (CORs) who will be responsible for monitoring the contractor's technical performance and for acknowledging receipt of supplies or services. Prior to appointment, the COR is nominated by the non-procurement office generating the specific contract requirement.

c. Only contracting officers may make commitments or promises to vendors regarding the solicitation of bids and proposals, and the award of contracts. After contract award, only contracting officers may formally or informally direct or agree to any changes to the contract.

d. Non-procurement personnel are prohibited from discussing any procurement with potential contractors, making changes to solicitations, or releasing proprietary information associated with source selections.

e. The FLETC will ensure that the Government receives the best value from its contractors through effective procurement planning, adequate descriptions of requirements, timely submission of procurement requisitions, proper source selection techniques, and efficient monitoring of the quality of contractor performance.

7. RESPONSIBILITIES.

a. The Chief, Procurement Division, is responsible for ensuring that:

(1) The overall FLETC procurement process is in compliance with all applicable laws, regulations, orders, and FLETC guidance.

(2) The effectiveness of Procurement Division personnel is maintained through professional training as mandated by the Department of the Treasury.

(3) Advisory assistance is available to non-procurement personnel on an as needed basis to enable them to prepare their procurement requisitions, to serve as blanket purchase agreement callers and purchase card holders, or to avoid improper activities.

(4) Findings and determinations are made as required in the FAR and the TAPR within the limitations of the authority delegated to this position.

b. Contracting Officers are responsible for:

(1) Soliciting, awarding, administering, and closing out individual contracts in accordance with all applicable laws, regulations, and orders.

(2) Ensuring that CORs have been trained in accordance with the TAPR.

(3) Making findings and determinations as required in the FAR and the TAPR within the limitations of the authority delegated to them.

8. OFFICE OF PRIMARY INTEREST. Procurement Division, Office of Administration.

Charles F. Rinkevich
Director